



City of Glendale — Community Development
Building and Safety
633 E. Broadway, rm 101, Glendale, CA 91206

GRADING PLAN SUBMITTAL CHECKLIST

Site Address _____ G.P. NO. _____

APPLICATION SUBMITTAL

- _____ 01. Completed Signed application.
- _____ 02. Two copies of grading plans prepared and stamped by registered civil engineer.
- _____ 03. Plan check fee.
- _____ 04. One copy of topographic map prepared by a licensed Surveyor or a licensed Civil Engineer authorized to perform Surveying.
- _____ 05. One hard copy of Soils Report with stamp and original signature.
- _____ 06. One digital copy of Soils Report with stamp and original signature in PDF format
(Submit on a flashdrive)
- _____ 07. One hard copy of Hydrology studies & Hydraulic calculations (LID PROJECTS)

PERMIT

- _____ 01. Permit to excavate in public right-of-way (where required).
- _____ 02. Street Use Permit (where required).
- _____ 03. Building and Safety Division approval of Shoring Plans (where required).
- _____ 04. Building and Safety Division Permit plan check completion approval.
- _____ 05. Revised grading plans (where necessary).
- _____ 06. Approval of Haul Route and Truck Staging Area from Traffic Section.
- _____ 07. Agreement with adjacent property owners (if required).
- _____ 08. Contractor's Liability and Property Damage Insurance approved by City Attorney.
- _____ 09. Faithful Performance Bond, Cleanup and Debris Removal Bond (cash).
- _____ 10. Grading Inspection Fee.
- _____ 11. Fire Department permit issued (where required).
- _____ 12. OSHA permit for job site (where required).
- _____ 13. Other _____



GRADING PERMIT

**** NO WORK SHALL COMMENCE PRIOR TO OBTAINING A VALID BUILDING PERMIT**
CALL 818-937-8236 FOR PRE-CONSTRUCTION INSPECTION BEFORE STARTING WORK**

APPLICANT TO FILL THIS SECTION COMPLETELY

Application No. B () _____

STREET ADDRESS		SECT. SHT. NO.
OWNER'S NAME:	MAILING ADDRESS	PHONE NO.
E-MAIL ADDRESS		
ENGINEER:	MAILING ADDRESS	PHONE NO.
E-MAIL ADDRESS		
GEOTECHNICAL ENGINEER:	MAILING ADDRESS	PHONE NO.
E-MAIL ADDRESS		
ENGINEERING GEOLOGIST:	MAILING ADDRESS	PHONE NO.
E-MAIL ADDRESS		
CONTRACTOR (A, B, C-12):	MAILING ADDRESS	PHONE NO.
LICENSE CLASS AND NUMBER	E-MAIL ADDRESS	

Estimated Start Date:	Estimated Completion Date:
Estimated Cut in Cubic Yards:	Estimated Fill in Cubic Yards:
Development Area in Acres:	Area to be disturbed in Acres:
Destination of Excavated Materials:	Estimated Cost of Grading and Drainage Structures:

Have you applied for a State General Construction Storm water permit? Yes No

I hereby request permission to grade or construct by private contract the grading work and improvements described above, and I agree to perform all work in accordance with Appendix J of the 2014 Glendale Building and Safety Code, Chapter 15.12 of the Glendale Municipal Code and plans and conditions approved by the Building Official. I am aware that in the interest of public safety, special regulations apply in hillside areas and those geological or engineering reports, or both may be required before a permit is issued. **I hereby acknowledge that a Field Engineer, Geotechnical Engineer, and Engineering Geologist, when appropriate, will be employed to perform the services required by this code, whenever approval of the plans and issuance of the permit are to be based on the condition that such professional persons be so employed.** I hereby certify that to the best of my knowledge and belief the above application is correct and that the above described work will comply with all laws, and that in the doing of the work authorized thereby I will not employ any person in violation of the Labor Code of the State of California relating to Workers' Compensation Insurance. I certify that I understand and will comply with all City and County ordinances and State and Federal environmental regulations related to construction including all conditions that maybe attached hereto

Signature of Owner Authorized Agent _____ Date _____

STAFF USE ONLY BELOW THIS LINE

OK TO SUBMIT/EXPRESS BY: <small>PRINT</small>	<small>SIGNATURE</small>	<small>DATE</small>	ACCEPTED BY:	<small>DATE</small>	<small>RECEIPT NO.</small>
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Plan Check Expiration Date:

Approved as Grading Permit			Approved as Part of a Building Permit		
<small>PRINT</small>	<small>SIGNATURE</small>	<small>DATE</small>	<small>PRINT</small>	<small>SIGNATURE</small>	<small>DATE</small>
OK TO ISSUE PERMIT BY: <small>PRINT</small>	<small>SIGNATURE</small>	<small>DATE</small>	ACCEPTED BY:	<small>DATE</small>	<small>RECEIPT NO.</small>
FINAL INSPECTION BY:	<small>DATE</small>	BOND RELEASED and PERMIT CLOSED BY:			<small>DATE</small>

PERMISSION IS HEREBY GRANTED TO THE ABOVE APPLICANT TO PERFORM THE WORK SET FORTH IN THIS APPLICATION AND IN ACCORDANCE WITH CHAPTER 15.12 OF THE GLENDALE MUNICIPAL CODE AND APPENDIX J OF THE GLENDALE BUILDING AND SAFETY CODE, THE CONDITIONS, REPORTS, PLANS AND MAPS ASSOCIATED WITH THE PERMIT THIS PERMIT MAY BE REVOKED FOR BREACH OF CONDITIONS